



Century Group is a BC-based, family-owned, mixed-use real estate development and construction company in business for 60 years. In addition to development, Century Group owns and manages a diverse portfolio of operating businesses, which includes apartment rentals, retail and commercial leasing, hospitality and seniors living.

Be part of Century Group where our people are engaged in our core values of **community**, **collaboration** and **creativity**.

#### PROJECT DIRECTOR - CONSTRUCTION

Century Group Construction Division (CGCC) is now seeking experienced and hardworking Project Director - Construction to join our team!

Reporting to the VP, Construction the Director, Construction assists the VP in leading the department, is responsible for successful project managing of specific projects, and supporting their project managers with projects in pre-construction, under construction, and project close-out. Responsible for collaboration with all stakeholders including internal and external business partners. Assists the Pre-Construction/Estimating Dept. with Construction planning, execution, monitoring and control, and close-out in accordance with CG's Project Management Methodology.

#### KEY ACCOUNTABILITIES

Responsibilities include but are not limited to:

1. Working closely with the VP Construction takes leadership in upholding formal project management processes for the department, standard operating procedures (SOPs), models good project management process and ensures the construction division and project teams adhere to the CG PM processes; looks for continuous improvement and efficiencies.
2. Plans and executes projects through complete project lifecycle from pre-construction to Occupancy Permit/ Substantial Performance; oversees scheduling, bid, negotiation and subcontractor/supplier coordination; effectively communicates with key stakeholders throughout the entire process.
3. As required, the Director reviews and approves all Procure project tools, Owner & Subcontractor invoicing, sub-contract change orders, procurement logs, submittals and shop drawings. Presents to the VP, Construction regular monthly project management reports.
4. Prepares and/or contributes to feedback reviews on direct reports or team members.

#### EDUCATION & EXPERIENCE

Bachelors of Business Administration, Architecture or Engineering; a Project Management Professional (PMP) Designation plus ten (10) years' experience in either development or construction including project estimation

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Strong leadership skills to motivate and assist the design team from post Bldg Permit process to Issued for Construction (IFC's) drawings.
- Familiar with contract administration and budget commitment management.
- Intermediate experience with MS Office and scheduling using MS Project and/or Excel
- Knowledge of the current labour and subcontractor market – both local and province-wide
- Awareness and interest in construction methodology and step-code requirements
- Strong verbal and written communication and organization skills

#### WE OFFER

Competitive pay, Extended Health & Dental, Group Life Insurance, Long Term Disability, AD&D, Pension Plan, RRSP, Training & Career Development

#### APPLICATIONS

Please apply online at <https://centurygroup.ca/about-us/join-our-team/current-opportunities> by uploading your resume.